

**MADERA COUNTY**  
**CHIEF ASSISTANT ADMINISTRATIVE OFFICER**

**DEFINITION**

Under direction of the County Administrative Officer, to assist in planning, directing and managing the overall administration of county government; to provide executive oversight to the Risk Management and Information Technology divisions of the County Administrative Office; to coordinate the operations of County departments and direct program planning and implementation; to review, analyze and formulate recommendations on budget issues for major County departments; to conduct analytical studies, prepare detailed reports and make recommendations as assigned; to act for the County Administrative Officer upon his/her absence or request; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This executive management classification acts for the County Administrative Officer in his/her absence or as delegated and is responsible for insuring continuity in the effective operation of County administration, and controls major projects with county-wide impacts; may coordinate legislative policy development for the County Administrative Officer; may direct public information activities; and may provide or coordinate resources to support Board members.

**SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists the County Administrative Officer with the general administration of the County government, including management direction to department heads; acts for the County Administrative Officer as directed; plans, directs and manages the day-to-day activities of the County Administrative Office and provides executive oversight to the Risk Management (including Workers' Compensation and Liability) and Information Technology divisions; assists with the development and control of the County's budget and long-range capital improvement planning; provides administrative and budgetary direction to County department heads; directs analyses of administrative policies, procedures, or problems, consistent with assuring effective delivery of services to the public; develops plans and programs to find economies of scale and to eliminate duplication and recommends courses of action which produce effective County-wide policy development; provides expertise for other County management staff and elected officials; performs a broad range of administrative and management duties; attends Board of Supervisor meetings in the absence or at the request of the County Administrative Officer; represents the County in meetings with governmental agencies, advisory bodies, community groups and others; evaluates subordinate staff; oversees the preparation of reports, memoranda, special studies or research; travels representing the county as requested by the County Administrative Officer; acts as the County Administrative Officer in the absence or at the request of the County Administrative Officer.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of local government administration and policy establishment.  
Fiscal administration, including budget preparation, expenditure control, and revenue projections.  
Functions, organization, and programs of County and other local governmental agencies.  
Principles and practices of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies and procedures.  
Sources of information related to a broad range of programs, services, and administration.  
Modern office practices, methods, and equipment, including computer software and hardware.

#### **Skill to:**

Operate modern office equipment, including computer equipment.  
Operate a motor vehicle safely.

#### **Ability to:**

Assist with the general administration of County government.  
Plan, direct, manage, and oversee programs, functions and operations of County government.  
Exhibit highly developed interpersonal skills using tact, patience and courtesy.  
Analyze and resolve organizational issues.  
Supervise, train and evaluate the work of subordinate staff.  
Perform difficult analytical and administrative work involving the use of independent judgment and personal initiative.  
Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Assist with the oversight of budget preparation and administration for County departments.  
Evaluate procedures, policies, or methods of operation and make recommendations.

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Chief Assistant Administrative Officer (continued)

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Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Effectively present ideas and recommendations both orally and in writing.  
Effectively represent the programs, operations, and functions of the County to the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of high level executive or administrative experience, preferably in a governmental jurisdiction, which required the knowledge and skills necessary to successfully develop, evaluate, and administer varied types of programs requiring large expenditures of funds and staff resources, and including at least three years equivalent to the class of Assistant Administrative Officer for Madera County.

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business management, or a related field.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Effective date:** October, 2000.